

Saratoga County Soil & Water Conservation District
4H Training Center
Minutes of Regular Meeting 11/17/2021

In Attendance:

District Directors:

Janet Bartow – Vice Chairman
Victoria Garlanda – At Large
Jennifer Koval – At Large Farmer
Jay Matthews – At Large Farmer
Darren O'Connor – Legislator
Steven Ropitzky –Chairman

District Staff:

Shannon McCarthy– Office Manager
Scott Monica – Senior Technician
Dan Palemire – Technician

Regrets: Kate Girard, Joe Grasso, Dustin Lewis

Meeting called to order at 3:01pm by Chairman Ropitzky.

1. **Minutes of October 2021 Meeting:** Motion to approve by Koval, seconded by Matthews, carried unanimously.
2. **October 2021 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** Motion to approve made by Garlanda, seconded by O'Connor, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** No report.
 - b. **FSA:** Report distributed by email.
 - c. **RC&D:** No report.
 - d. **NYSSWCC:** Report distributed by email.
 - e. **NYACD:** No report.
 - f. **CCE:** No report.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** No meeting this month.
 - b. **Grants:**
 - i. Agricultural Environmental Management – Palemire reported that staff is working on closing out Round 16 & working on projects for Round 17.
 - ii. CAFO – McCarthy reported that the final grant paperwork and voucher have been submitted to NYS to close out the remaining grant.
 - iii. A **motion** to approve payment of \$33,771.00 to Welcomestock and \$7,980.00 to the District once State funds have been received was made by Bartow, seconded by Garlanda, carried unanimously.
 - iv. Septic – Monica reported that 1 project has been approved, 1 payment reimbursement is pending approval from the County.
 - v. Roadside Erosion – Monica reported that hydroseeding was completed in Edinburgh last month & it has started to sprout.
 - vi. Resiliency Training – Monica reported that an extension will be requested for this grant.
 - vii. Micro Irrigation Grant – Palemire reported that the farmer is currently working on getting bids.
 - c. **Compensation Study Request:** McCarthy advised it is the end of the budget year & would be good timing if the Board felt they wanted to move forward with any salary adjustments. Board members requested that Lewis provide Board Members with a copy of the Compensation Study Request for review. A conversation was held about the unrestricted fund balance, Board members asked that Lewis also create a wish list for these funds for further discussion.
 - d. **Audit of 2020 Books:** McCarthy advised the 2020 audit of the books was completed on 11/05/2021. A **motion** to accept that the 2020 audit of the books was satisfactory was made by Bartow, seconded by Koval, carried unanimously.
 - e. **Part C Performance Measures 2021:** McCarthy reported that Sexual Harassment training needs to be completed before the end of the year. McCarthy to send out policy, presentations & videos from NYS for Board members to complete the training.
 - f. **LGMRIIF Grant:** McCarthy reported that work has begun in the office. The consultant is coming into the office 1 day per week to work on the files. It is expected that the consultant will begin review of files in the basement next month. Board members requested for future meetings that this be referred to as the Records Retention Grant.
6. **New Business:**

- a. **District Manager Review:** McCarthy advised that the District Manager Annual Review was due & asked for 2 – 3 Board members come to Training Center at 2pm next month to complete. Bartow, Matthews & Ropitzky volunteered to complete the Annual Review.
 - b. **Gallagher Benefits Admin Service Agreement:** A motion was made to accept & have the Clerk sign the Agreement from Gallagher was made by Bartow, seconded by Koval, carried unanimously.
 - c. **AMSURE Surety Bond Renewal:** McCarthy advised the renewal for the Surety Bond is this year. Board members requested McCarthy inquire who other Districts were using & what they were paying for comparison. McCarthy to report back next month.
 - d. **Petty Cash:** A motion was made that the amount of petty cash in the office be lowered to \$100.00 by Bartow, seconded by Garlanda, carried unanimously.
7. **Other Business:**
 8. **Correspondence: (Attachment F)**
 9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, December 15, 2021, at 3:00pm. Meeting adjourned by at 3:42pm.

Respectfully submitted: _____

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

ATTACHMENT A:

Saratoga County SWCD							
Receipts and Disbursements							
OCTOBER 2021							
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	Welcomstock CAFO	AEM Projects
BOOK BALANCE as of 09/30/2021	\$273,911.67	\$250.00	\$4,082.53	\$1,456.54	\$28,232.16	\$231.23	\$678.29
RECEIPTS							
District Tree & Shrub Program	\$220.00						
Interest	\$5.55			\$0.04			\$0.02
Sales Tax Collected	\$10.50						
No Till Drill Rental Fees	\$255.00						
Tire Recycling Fees	\$515.00						
4 Hour Training Fees	\$750.00						
State Grants	\$7,202.00						
Payroll Liabilities	(\$387.18)						
TOTAL RECEIPTS	\$8,570.87	\$0.00	\$0.00	\$0.04	\$0.00	\$0.00	\$0.02
DISBURSEMENTS							
Office Manager	\$3,088.40						
District Manager	\$5,206.40						
Technician(s)	\$7,142.80						
Payments to Cooperators & Others					\$20,409.45		
Conservation Practice Supplies	\$125.00						
Employees Travel/Training	\$189.00						
Telephone/Internet	\$120.00						
Office Supplies	\$17.12						
Workers' Comp & Disability Insurance	\$31.14						
Postage	\$32.93						
Bank/Credit Card Fees	\$96.46						
Part C Project Materials	\$73.93						
Gas & Oil	\$833.37						
Health/Dental Insurance	\$4,781.74						
State Grant Expenses	\$3,250.00						
Employer Share FICA/Medicare	\$1,116.42						
TOTAL DISBURSEMENTS	\$26,104.71	\$0.00	\$0.00	\$0.00	\$20,409.45	\$0.00	\$0.00
BOOK BALANCE as of 10/31/2021	\$256,377.83	\$250.00	\$4,082.53	\$1,456.58	\$7,822.71	\$231.23	\$678.31

ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
OCTOBER 2021			
	BUDGET 2021	ACTUAL OCT 2021	ACTUAL JAN - SEP 2021
RECEIPTS			
District Tree & Shrub Program	\$40,000.00	\$220.00	\$37,820.51
Fish Stocking Program Sales	\$3,000.00		\$1,417.62
Interest	\$80.00	\$5.55	\$77.91
Sales	\$3,000.00		\$1,104.88
Sale of Equipment	\$26,000.00		\$38,600.00
Gifts and Donations	\$0.00		\$0.00
Ag Value - Soil Group Worksheet	\$1,800.00		\$1,640.00
Sales Tax Credit	\$0.00		\$32.66
Fees	\$3,805.00	\$1,520.00	\$5,732.56
County Appropriation	\$125,886.00		\$94,414.50
State Grants	\$15,960.00	\$7,202.00	\$7,202.00
State Reimbursements	\$204,218.00		\$217,067.33
Federal Grants/Reimbursements	\$0.00		\$0.00
Sales Tax Received	\$1,000.00	\$10.50	\$715.77
PRISM MOU	\$0.00		\$5,500.00
Payroll Liabilities	\$0.00	(\$387.18)	\$93.93
FUND BALANCE TRANSFER NEEDED	\$12,000.00		\$0.00
TOTAL RECEIPTS	\$436,749.00	\$8,570.87	\$411,419.67
DISBURSEMENTS			
Directors Per Diem for Meetings	\$1,200.00		\$780.00
Office Manager	\$40,156.65	\$3,088.40	\$31,810.52
District Manager	\$67,088.73	\$5,206.40	\$53,542.40
Field Technician (Senior)	\$50,818.90	\$3,953.60	\$40,407.92
Field Technician	\$40,866.31	\$3,189.20	\$32,742.50
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$1,000.00		\$1,137.72
Motor Vehicle Equipment	\$38,000.00		\$0.00
Field Equipment	\$1,000.00		\$0.00
District Trees Expenses	\$28,786.15		\$24,710.95
Fish & Pond Stocking	\$2,500.00		\$1,074.99
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$1,544.02	\$125.00	\$1,783.08
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,200.00		\$189.39
Employees Travel/Training	\$4,000.00	\$189.00	\$764.00
Telephone/Internet	\$3,400.00	\$120.00	\$1,277.71
Office Supplies	\$3,300.00	\$17.12	\$2,344.80
Meeting Expenses	\$750.00		\$384.46
Educational Expenses	\$1,500.00		\$20.00
Auto/Field/Liability Insurance	\$4,500.00		\$4,710.16
Workers' Compensation/Disability Insurance	\$3,500.00	\$31.14	\$2,652.73
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00		\$100.00
Postage	\$500.00	\$32.93	\$128.46
Bird Item Expenses	\$1,000.00		\$1,568.00
Credit Card Fees	\$1,000.00	\$96.46	\$1,390.38
Part C Project Materials	\$25,000.00	\$73.93	\$13,844.85
Repairs to Truck & Field Equipment	\$500.00		\$30.00
Gas & Oil	\$4,500.00	\$833.37	\$2,452.64
Health Insurance	\$59,742.24	\$4,781.74	\$48,223.11
Retirement Benefits	\$33,000.00		\$0.00
Employer Share FICA/Medicare	\$15,500.00	\$1,116.42	\$11,604.36
Sales Tax Disbursement	\$800.00		\$678.04
Payments to Cooperators and Others	\$0.00		\$6,039.00
State Grant Expenses	\$0.00	\$3,250.00	\$3,250.00
TOTAL DISBURSEMENTS	\$436,749.00	\$26,104.71	\$289,640.07
NET TOTAL	\$0.00	(\$1,533.84)	\$121,779.60

ATTACHMENT C:

2021 MEETING VOUCHERS - NOVEMBER									
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE	
General	123	Barbera Homes & Development	Refund of Registration Fee (10/29/2021 class)	\$75.00	10/28/21	10298	\$75.00	\$0.00	
General	124	NYSLRS	Annual Invoice Less Prepaid Amount	\$31,878.00	11/18/21	10306	\$31,878.00	\$0.00	
General	125	De Lage Financier	Copier Lease: November 2021	\$125.00	11/18/21	10301	\$125.00	\$0.00	
General	126	Staples	4 hr Training Supplies	\$129.96	11/18/21	10310	\$129.96	\$0.00	
General	127	EJP	Straw Supplies - Town of Saratoga	\$177.00	11/18/21	10304	\$177.00	\$0.00	
General	128	Blueshield of NENY	Health/Dental: November 2021	\$5,625.56	11/04/21	10299	\$5,625.56	\$0.00	
General	129	CCE - Saratoga	2021 Phone/Internet Bills: Jan - Dec	\$2,001.04	11/18/21	10300	\$2,001.04	\$0.00	
General	130	Curtis Lumber	Office Equip, Antifreeze	\$49.75	11/18/21	10303	\$49.75	\$0.00	
General	131	NYSID	6 cases of corrugated file boxes	\$330.12	11/18/21	10309	\$330.12	\$0.00	
General	132	Bank of America (Scott's Card)	Part C Supplies & Materials	\$827.07	11/18/21	10302	\$827.07	\$0.00	
General	133	Bank of America (Dustin's Card)	Monthly Payroll Fee, EZ Pass Replenishment	\$31.42	11/18/21	10305	\$31.42	\$0.00	
General	134	Staples	Office Supplies	\$413.85	11/18/21	10310	\$413.85	\$0.00	
General	135	Saratoga County Gas Account	Gasoline: Oct 2021	\$356.45	11/18/21	10307	\$356.45	\$0.00	
General	136	Saratoga County General Services	Postage - Oct 2021	\$3.71	11/18/21	10308	\$3.71	\$0.00	
			TOTAL VOUCHERS	\$42,023.93			TOTAL DUE	\$0.00	
			Bills to be Paid Before Next Board Meeting:						
General		Blue Shield of NENY	Health Insurance - December 2021	\$5,685.29					
		TOTAL		\$5,685.29					

ATTACHMENT D:

November 2021 Field Report

- ? Hydro seeder into winter storage
- ? AEM No-till drill into winter storage
- ? Designed field tile for Thomas Rd horse farm (Northumberland)
- ? Ag assessment (Malta)
- ? Ag assessment (Ballston)
- ? AEM no-till (Glenn, Smith Bothers Dairy)
- ? AEM cover crop signs
- ? AEM round 17 grants (Ariels, Knights)
- ? AEM round 16 cover crop grants verifications
- ? MAP – Erosion control blankets install (Town of Saratoga)
- ? Attended SLPID meeting about possible overlay district (Stillwater, Malta, Saratoga, Saratoga Springs)
- ? Worked with records retention grant contractor on office files.
- ? Held a 4-hour Erosion and Sediment Control class in Malta
- ? Site visit to Saratoga Boat Launch to monitor progress on erosion controls (Saratoga)
- ? Site visit with Pete Nichols of Schoharie County to check on two possible stream bank erosion issues in Ballston Spa.

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD November 17, 2021

E-Mailed:

- Chenango County SWCD Technician Vacancy
- NACD Forestry Notes – 10/28/2021
- NRCS Accepting Applications for Conservation Programs for 2022
- Conservation Clips – 10/29/2021
- Conservation Technician Position
- AEM Specialist Position
- DiNapoli: OSC Audits Improve Government Efficiency and Effectiveness
- CDEA Updates and Policy Update for Review
- State-wide Question
- Niagara County Job Posting
- eResource – 11/02/2021
- Apply NOW for NRCS programs
- Climate-Smart Farming: Updates from the Field
- Tree Sale Program Questionnaire
- Audit Firms
- Last call for CDEA News!
- A Decade of Science Support in the Sagebrush Biome
- National Conservation Planning Partnership NCPP Update
- New River Forecast Model Integrates Artificial Intelligence to Support Better Water Management in the West
- FW: NYS Soil and Water Conservation Committee -November 23, 2021
- Conservation Clips – 11/05/2021
- NY FOTG Notice 2022-02 has been posted to the NY Field Office Technical Guide (FOTG)
- NALMS 2021 Virtual Symposium: please join us!
- FW: NYSDEC Agricultural Water Withdrawal Program Webinar – November 16th
- SWCS Annual Meeting Announcement
- RE: NYSDEC Agricultural Water Withdrawal Program Webinar – November 16th (update)
- Working for Economic Progress and Social Justice at SOMOS
- CDEA November Meeting
- Last Grain Storage Mtg
- Forestry BMP and Skidder Bridge Workshop Wilmington. NY
- 2022 CDEA Awards / Call for Nominations
- Baby Register
- Job Opportunities - Tompkins County SWCD
- TREE PLANTER
- USDA Awards Conservation Innovation Projects to Support Climate-Smart Agriculture and Soil Health
- November 2021 SWCC Report
- Cayuga County SWCD Newsletter- "Conservation Highlights"
- eResource – 11/09/2021
- Reminder December 1st Frank Bratt Deadline!
- November CDEA News hot off the press
- Conservation Clips – 11/12/2021
- Celebrating 100 Years of NYSLRS
- Job Announcements
- Learn how Livestock systems can reduce Greenhouse Gases, Webinar November 18, 10-noon
- Wyoming County SWCD Newsletter
- eResource – 11/16/2021
- Schenectady County Hazard Mitigation Plan Update - outreach to neighboring communities